



KENNESAW HISTORIC PRESERVATION COMMISSION

Certificate of Appropriateness Checklist

If the property is designated in a Historic District, no material change in the appearance of the historic property or of a structure on the property can be made without a ***Certificate of Appropriateness*** from the Historic Preservation Commission.

The following must be submitted and completed prior to the submission deadline. Signed and sealed drawings from an architect, engineer or other design professional are required when construction of a new building or structure and alterations and/or additions to existing structures are being made (Code 800.14.1).

- ☐ **11** Completed copies of application
- ☐ **1 CD in a PDF format**
- ☐ 11 sets of plans must be submitted clearly showing proposed changes. Plans must include:

_____ Exterior elevations drawn to scale with detail showing exterior appearance, the architectural design of buildings, including proposed materials, textures and colors, along with samples of materials or colors

_____ All improvements affecting appearances such as walls, walks, terraces, planting, accessory buildings, signs, lights, and other elements

_____ **11 COPIES OF COLOR PHOTOGRAPHS of ALL** sides of existing buildings and structures affected.

_____ **IF DEMOLITION**, include a \$150.00 application fee
Please make check payable to City of Kennesaw.

_____ Demolition of structures require public notification as per Sec. 800.4.3 (Demolition process requires more preparation time due to the need for staff to make public notification of the hearing date)

_____ Return all materials to Planning and Zoning office two weeks prior to the meeting of the Historic Preservation Commission.

_____ Other information available at www.gashpo.org: Historic preservation Federal Tax incentive Program, For tax credit information www.legis.state.ga.us/legis/2007_08/fulltext/hb851.htm Georgia State Income Tax Credit Program, State Property Tax Assessment Program.

If approved, materials will be given back to Zoning Administrator for permits to be issued.

If not approved, see Zoning Administrator for appeal procedures.